Permit #F00152315

FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

## Summary Information

**Permit No:** F00152315 **Type of Permit:** FILMING **Release Date:** 05/24/2019

**Production Company** UNIVERSITY OF CALIFORNIA LOS ANGELES

**Insured Company Name** UNIVERSITY OF CALIFORNIA LOS ANGELES

Contact Phone No. 1 310-794-6948
Contact Phone No. 2
Fax
Address 10920 WILSHIRE BLVD, SUITE 860 LOS ANGELES, California 90024

**Production Title** CRYYING GIRL

**Type of Production** Student

**Producer** Linda Nhem

**Director** Sara Lattis Stone

**1st AD** Linda Nhem

**Production Manager** Linda Nhem

**FilmL.A. Coordinator** Ramona Jones

**Location Manager** Linda Nhem
Primary Phone Mobile - 562-606-4329
Secondary Phone

**Location Assistant** Linda Nhem
Primary Phone Mobile - 5626064329
Secondary Phone

## Fees

| | |
|---|---|
| FILMLA NON-REFUNDABLE STUDENT PERMIT FEE SIMPLE | $26.00 |
| LA CITY DEPT OF REC AND PARKS SPECIAL FACILITY ADMINISTRATION FEE | $150.00 |

**Total Permit Fee** $176.00

**Number of Locations** 1

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## Summary Information — Location



| | | | |
|---|---|---|---|
| **Permit Number** | F00152315 | **Location Manager** | Linda Nhem |
| **Production Company** | UNIVERSITY OF CALIFORNIA LOS A... | Primary Phone | Mobile - 562-606-4329 |
| **Insured Company** | UNIVERSITY OF CALIFORNIA LOS A... | Secondary Phone | |
| **Production Title** | CRYYING GIRL | | |

**Location Address** 16821 Burbank Blvd, Encino, CA, 91436

**Location Name** ENCINO GOLF COURSE

**Location Type** Park

**Location Description** ENCINO GOLF COURSE

**Film Dates** 5/25/2019 - 5/26/2019 21:00 - 02:00 1 day

**Open or Closed to the Public** Open

**Generic Conditions**
Must comply with attached conditions
Must comply with attached Rec & Park Conditions. Note: No smoking in City Parks unless guided by the Rec & Park Film Office Monitor or assigned Uniformed Fire Safety Officer in designated areas
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with vehicular or pedestrian traffic
No Parking in handicap spaces at anytime.
No stopping and setting up in residential areas before 7am or after 10pm without prior approval
No stopping or setting up in front of merchants or residents without prior approval

**Please see attached documents**
UCLA-CRYING GIRL-STUDENT LETTER.pdf
65420 GUIDELINES - BALBOA ENCINO GOLF COURSE PARKING LOT.pdf

**Equipment on Location**

| Type | Quantity |
|---|---|
| Cast/Crew vehicles | 1 |
| Fire Extinguisher (2A10BC Minimum Rating) | 1 |
| Generator | 1 |
| Picture vehicles | 1 |

**Personnel on Location**

| Type | Quantity |
|---|---|
| Cast | 1 |
| Crew | 9 |

**Filming Activities** Camera in car; Camera on sticks; Equipment on property; Exterior Dialogue; Interior Dialogue; PARK #65420. ;

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## Summary Information — Location



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| **Production Title** | CRYYING GIRL | | |

| | | | |
|---|---|---|---|
| **Jurisdiction** | **Political:** Los Angeles City - Council District 06 | **Police:** Los Angeles Police Department | **Fire:** Los Angeles City |
| **Thomas Guide** | **Page:** 561 | **Grid:** D2 | |

| | | |
|---|---|---|
| **Approvals** | LOS ANGELES CITY DEPARTMENT OF REC & PARKS - FILM OFFICE | Karen Casas |
| | LOS ANGELES CITY POLICE DEPARTMENT | Gabriel Aleman |

**Coordinator Note** Spot check ok'd by Insp Owens on 5/20.00

**Parking**

**Base Camp**
Location Type : Filming Location

**Crew Parking**
Location Type : Filming Location

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UNIVERSITY OF CALIFORNIA, LOS ANGELES

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SANTA BARBARA • SANTA CRUZ

STEPHANIE MORRISON
PRODUCTION INSURANCE AND LOGISTICS MANAGER
DEPARTMENT OF FILM, TELEVISION & DIGITAL MEDIA
SCHOOL OF THEATER, FILM & TELEVISION

203 EAST MELNITZ HALL
LOS ANGELES, CA 90095-1622
PHONE: (310) 825-9906
FAX: (310) 825-3383
SMORRISON@TFT.UCLA.EDU
WWW.TFT.UCLA.EDU

May 6, 2019

RE: Student Status Confirmation and Verification of Insurance Coverage

**Student Name**: Sara Lattis (SID: 505 026 686)

**Student Project Title**: Crying Girl (FTV 402B – Rory Kelly)

To whom it may concern;

This letter shall serve as confirmation that SARA LATTIS is a student in good standing at UCLA and is currently working on a film project entitled "CRYING GIRL" that is in fulfillment of the curriculum.

Furthermore, as a department sanctioned student production, this project is covered by an insurance policy entered into with Arthur J. Gallagher, Inc.

Should you require any further information regarding the status of this student please do not hesitate to contact me.

Thank you,

Stephanie Morrison
Production Insurance and Logistics Manager
UCLA - Department of Film, Television and Digital Media
Ph: 310-825-9906 / email: smorrison@tft.ucla.edu

UCLA SCHOOL OF THEATER, FILM AND TELEVISION
CREATING WHAT'S NEXT

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PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

# Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

## BALBOA/ ENCINO GOLF COURSE PARKNG LOT

- **Ok to film on 5/25/19-5/26/19 (see plot plan).**
- **NO catering will be permissible. Permittee will have snacks and refreshments.**
- **Does NOT have exclusive use of the park/parking lot.**
- **NO heavy equipment allowed on the grass.**
- **Permissible to have a generator and two lights for the film.**
- **Permissible to have 1 crew car and 1 picture car.**
- **Fire extinguisher must be present with generator.**
- **Permittee is aware that parking fee with the golf course must be paid before 8:00PM.**
- **NO parking should be done close to the clubhouse.**
- **Parking and film must not interfere with golfers**
- **NO vehicles allowed on the grass at all times.**
- **NOT allowed to close off any access areas to and from the park.**
- **Must not close off the parking lot, must allow cars to be able to drive thru at all times.**
- **NOT allowed to film any patron unless given permission with written consent.**
- **Use of City utilities (water and electricity) is $75 per use, per day and the company will be invoiced by the Park Film Office.**
- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.
- Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.
- **No simulated sex allowed on Park property.**
- **No nudity allowed on Park property.**
- Film permits do not provide exclusive use of a park or recreation area.
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.

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- A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking and or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.
- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.
- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.
- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.

**F-152315**

**UCLA-CRYING GIRL**

**(BALBOA/ENCINO GOLF COURSE PARKING LOT)**

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